

MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION
7 PM

July 14, 2020

ATTENDING: Mayor David Cleveland
Mayor Pro Tem Pam Jack
Council Members: Bruce Barton, James Record, Jeremy Russell and Joe Scaldara
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett
Attorney: Ken Swain

PLEASE NOTE: This meeting was conducted in compliance with Governor Roy Cooper's directives regarding group meetings and social distancing as is necessary due to the Covid-19 virus pandemic. The meeting was conducted on a zoom format which, in addition to the regular meeting notice previously posted, was posted on all social media accounts of the Village. The Mayor and one staff member were present in the Council Chambers and the public was allowed entry to attend and view the meeting subject to compliance with the orders from our Governor. All votes on motions were taken by having each council member state their name and then orally state their position on the motion- i.e., for or against. Efforts are underway to secure live streaming of future remote meetings.

CALL TO ORDER: Mayor David Cleveland called the July 14, 2020 Regular Session Council meeting to order.

INVOCATION: James Record gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: Dennis O'Neil – 5613 Carol Avenue – discussed the impassible sidewalk at the corner of Courtland and Mother Teresa at 6501 Courtland Street. The evergreens have matured to the point that the sidewalk is impassible. Mr. O'Neil would like for Council to have the homeowner either remove or prune the trees in order for pedestrians to utilize the sidewalk. Joe Scaldara asked if anyone had spoken to the homeowner. Mr. O'Neil shared that he had sent an email and photos to Bruce Barton. Mayor David Cleveland requested that Council table any action until Council had a chance to look at the trees. Several years ago the Village approached the resident about the trees. Attorney Ken Swain requested copies of the photos.

APPROVAL OF MINUTES: James Record made the motion to approve the June 9, 2020 Regular Session Council Minutes and the June 9, 2020 Budget Public Hearing as presented.

Bruce Barton seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell and Bruce Barton voted yes. Vote – Unanimous.

CHANGES TO THE AGENDA: Joe Scaldara made the motion to adopt the July 14, 2020 Council Meeting Agenda as presented. Bruce Barton seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell, Bruce Barton vote yes. Vote – Unanimous.

SECURITY REPORT: Mayor David Cleveland shared that Council received copies of the Alarm Calls and the Events reports. Deputy Austin was unable to attend the meeting Mayor David Cleveland and asked if there were any questions concerning the reports.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that she is working on the end of year for the auditor. Cheryl Bennett moved \$165 from Pool Operations to Pool Management. Bills and revenues are still coming in for the fiscal year.

	Jun 20	Jul '19 - Jun 20	YTD Budget	% of Budget
General Fund				
Income				
Property Taxes				
Ad valorem current year	633.20	601,478.95	595,058.00	101%
Utility ad valorem	0.00	6,563.62	7,215.00	91%
Motor vehicle tax	6,108.13	79,381.22	89,209.00	89%
Ad valorem prior years	178.67	7,927.48	2,000.00	396%
Penalties and interest	79.76	3,522.75	1,800.00	196%
Total Property Taxes	6,999.76	698,874.02	695,282.00	101%
Other Taxes				
Stormwater Fees- current year	45.00	62,765.00	62,137.00	101%
Stormwater fees - prior years	0.00	270.88	250.00	108%
Total Other Taxes	45.00	63,035.88	62,387.00	101%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	15,965.40	16,200.00	99%
Sales and use tax	19,437.76	175,904.36	210,000.00	84%
Telecom. Sales Tax	183.96	972.84	1,700.00	57%
Elec. Sales Tax	19,262.66	68,938.50	102,000.00	68%
Video Prog. Sales Tax	4,562.17	13,306.52	19,000.00	70%
Piped Gas Sales Tax	5,577.25	9,081.16	7,100.00	128%
Solid Waste Disposal Tax	0.00	2,824.26	3,800.00	74%
Total State Shared Revenues	49,023.80	286,993.04	359,800.00	80%
Parks & Recreation Revenue				
Program Fees-Fishing Licenses	197.00	2,333.00	1,500.00	156%
Facility Rentals	-260.00	3,824.00	3,000.00	127%

Daily swim fees	4,694.00	15,412.00	12,000.00	128%
	25,969.0			
Season pass pool fees	0	30,239.00	50,000.00	60%
	30,600.0			
Total Parks & Recreation Revenue	0	51,808.00	66,500.00	78%
Other revenues				
Zoning Permits	250.00	1,310.00	1,500.00	87%
Approp. Fund Balance	0.00	0.00	45,986.00	0%
Civil Penalties	0.00	225.00	600.00	38%
Investment revenue	131.68	7,445.39	8,000.00	93%
Miscellaneous	5,000.00	23,152.82	22,360.00	104%
Total Other revenues	5,381.68	32,133.21	78,446.00	41%
	92,050.2		1,262,415.	
Total Income	4	1,132,844.15	00	90%
	92,050.2		1,262,415.	
Gross Profit	4	1,132,844.15	00	90%
Expense				
General Government				
Other Expenditures				
Economic Development	0.00	0.00	0.00	0%
Contingency	0.00	0.00	3,000.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	750.00	750.00	100%
Prof. Fees - Engineering	550.00	9,265.61	18,000.00	51%
Repairs & Maint. Services	235.90	15,446.00	43,537.00	35%
Total Stormwater Expense	785.90	25,461.61	62,387.00	41%
Total Other Expenditures	785.90	25,461.61	65,387.00	39%
Planning and Zoning				
Zoning Admin. Services	1,132.66	13,591.92	13,592.00	100%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	450.00	656.25	4,000.00	16%
Supplies	0.00	0.00	300.00	0%
Training	0.00	710.00	800.00	89%
Total Planning and Zoning	1,582.66	14,958.17	19,292.00	78%
Gen. Govt. Personal Services				
Adm Assistant	901.88	12,353.27	13,650.00	91%
Clerk/Tax Collector	5,960.34	71,524.08	71,524.00	100%
Council	3,201.50	11,722.51	12,806.00	92%
Finance Officer	1,574.75	18,897.00	18,897.00	100%
Mayor	1,313.25	5,253.00	5,253.00	100%
Payroll Expenses	1,077.50	10,243.25	10,400.00	98%
	14,029.2			
Total Gen. Govt. Personal Services	2	129,993.11	132,530.00	98%
Professional Fees				
Auditing Services	0.00	4,620.00	4,820.00	96%

Legal Services	4,296.00	15,224.00	18,000.00	85%
Total Professional Fees	4,296.00	19,844.00	22,820.00	87%
Supplies and Materials				
Office	-137.15	4,799.09	7,100.00	68%
Total Supplies and Materials	-137.15	4,799.09	7,100.00	68%
Services				
Communications/Newsletter	551.78	2,793.20	4,900.00	57%
Advertising	0.00	124.38	400.00	31%
Membership and dues	0.00	5,197.00	5,400.00	96%
Bank charges	45.34	613.26	950.00	65%
Elections	0.00	2,992.02	3,110.00	96%
Insurance/bonds	0.00	9,339.21	9,931.00	94%
Miscellaneous oper. exp.	0.00	432.88	500.00	87%
Website/flyers	0.00	1,300.00	1,500.00	87%
Postage	13.90	661.60	800.00	83%
Property Tax	0.00	247.30	400.00	62%
Tax collection	225.37	2,575.15	2,600.00	99%
Telephone	16.16	5,650.14	5,900.00	96%
Training	0.00	43.11	400.00	11%
Travel	23.02	782.16	1,200.00	65%
Total Services	875.57	32,751.41	37,991.00	86%
Capital Outlay				
Furniture/Office	0.00	3,439.18	7,000.00	49%
Sidewalk repairs	2,075.00	4,150.00	15,000.00	28%
Total Capital Outlay	2,075.00	7,589.18	22,000.00	34%
Total General Government	23,507.20	235,396.57	307,120.00	77%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	847.48	3,500.00	24%
Janitorial /Cleaning Supplies	0.00	54.23	250.00	22%
Food/Provisions - events	0.00	1,145.26	3,500.00	33%
Pool Supplies	0.00	0.00	2,100.00	0%
Total Parks/Rec. Supplies & Materials	0.00	2,046.97	9,350.00	22%
Parks/Rec Services				
Pool management fee	14,387.50	57,714.50	57,715.00	100%
Pool Operations	2,206.00	5,503.29	6,935.00	79%
Comm. center maintenance	230.00	22,716.23	25,150.00	90%
Seasonal Decorations	0.00	14,230.21	16,500.00	86%
Events Services	92.14	3,897.14	4,000.00	97%
Water/Sewer	558.26	5,770.76	6,000.00	96%
Natural Gas	-31.24	614.15	700.00	88%

Total Parks/Rec Services	17,442.66	110,446.28	117,000.00	94%
Maintenance of Common Areas	11,307.96			
Landscaping	6	155,555.52	155,615.00	100%
Park maintenance	9,825.00	50,627.22	60,750.00	83%
Pond maintenance	4,144.50	19,411.00	19,600.00	99%
Electric Maintenance	805.00	5,684.17	9,500.00	60%
Repairs of Common Areas	20.13	5,423.40	7,240.00	75%
Total Maintenance of Common Areas	26,102.59	236,701.31	252,705.00	94%
Parks/Rec Capital Outlay				
Reserve for Tennis Court	0.00	0.00	10,000.00	0%
Reserve for Playground	0.00	0.00	5,000.00	0%
Pool Lighting	11,470.00	19,825.34	27,000.00	73%
Benches, Tables etc.	486.50	1,858.10	2,000.00	93%
Total Parks/Rec Capital Outlay	11,956.50	21,683.44	44,000.00	49%
Total Parks & Recreation	55,501.75	370,878.00	423,055.00	88%
Public Services/Safety				
Capital Outlay-ADA parking space	0.00	7,750.00	10,000.00	78%
Electric bills	5,842.98	100,327.00	116,800.00	86%
Street Signs	1,440.00	3,893.20	7,500.00	52%
Waste Collection	16,556.68	182,566.34	199,740.00	91%
Law enforcement	0.00	198,179.28	198,200.00	100%
Total Public Services/Safety	23,839.66	492,715.82	532,240.00	93%
Total Expense	102,848.61	1,098,990.39	1,262,415.00	87%
Net General Fund Powell Bill	10,798.37	33,853.76	0.00	100%
PB Income				
Interest - Powell Funds	0.00	2,651.56	800.00	331%
Powell Bill Revenue	0.00	95,252.41	96,050.00	99%
Total PB Income	0.00	97,903.97	96,850.00	101%
PB Expense				
Street Exp. - Powell Bill	0.00	759.20	96,850.00	1%
Total PB Expense	0.00	759.20	96,850.00	1%
Net Powell Bill	0.00	97,144.77	0.00	100%
Net Excess of Rev. over Exp.	10,798.37	130,998.53	0.00	100%

AED RESOLUTION AND POLICY: Mayor David Cleveland shared that the defibrillator is here and ready to be installed. James Record made a motion to approve the Resolution to

Adopt General Policies Related to AED. Jeremy Russell seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell and Bruce Barton voted yes. Vote – Unanimous.

Pam Jack made the motion to approve the Village of Lake Park Automated Exterior Defibrillator (AED) Policy. Bruce Barton seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell and Bruce Barton voted yes. Vote – Unanimous.

PARKS AND RECREATION: Mayor David Cleveland shared that the Village has received a quote from Lucas Landscaping to water the new trees July, August and September - \$3,500. Jeremy Russell made a motion to approve the quote for the water. Pam Jack seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell and Bruce Barton voted yes. Vote – Unanimous.

P&R had two excellent candidates apply for the open position on the Commission - Donald Martens and Joe McCauley. Both gentlemen have a vested interest in Lake Park. The P&R Commission recommended Joe McCauley for the open position. Joe Scaldara made the motion to appoint Joe McCauley to the Parks and Recreation Commission. James Record seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell and Bruce Barton voted yes. Vote – Unanimous.

STORMWATER: Cheri Clark shared that the Lake Charles Shore Restoration project has started. Lucas Landscaping plans to be finished with the project early next week depending upon weather.

TAX COLLECTION: Cheri Clark shared that the total taxes collected in 2019 was \$681,678 not including motor vehicle taxes. The 2019 uncollected taxes - \$155. The collection rate for 2019 is 99.9%. Pam Jack made a motion to approve the Resolution to Authorize the Collection of Property Taxes for 2020. James Record seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell and Bruce Barton voted yes. Vote – Unanimous.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Bruce Barton shared that the sidewalk renovations are complete. Bruce Barton shared that Thomas James has submitted a quote to provide the Village with a Pavement Condition Survey to determine maintenance and repair needs for all roadways within the Village based on the severity and deterioration levels. Mr. James has been involved in the paving industry for many years. The Village has worked with Mr. James for a number of years when he was working for H&S Paving. The quote is for \$1,500. Bruce Barton made a motion to approve the Pavement Condition Survey for \$1,500. Jeremy Russell seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell and Bruce Barton voted yes. Vote – Unanimous.

James Record shared that waste collection is doing ok.

Joe Scaldara shared that lights and fountain electrical work in Russell Park has been completed. Mayor David Cleveland shared that when the pool pole lights were ready to be installed, there was an issue with the footings that had to be addressed and the crane was not

tall enough to install the poles without removing the fence and driving onto the tennis courts. Hopefully later this week or the first part of next week, the poles will be installed using a larger crane.

DISCUSSION ON CONTINUED REMOTE MEETINGS: Jeremy Russell brought to the attention of Council the need to follow all guidelines concerning remote meetings legislation to include live-streaming. The Council discussed possible practices to begin live streaming remote meetings and that the COVID-19 pandemic will likely remain of concern for the foreseeable future. There will be continuing efforts to determine what platforms exist for live streaming remote meetings and how to employ a live stream within the capabilities of Village resources.

INTERNAL & EXTERNAL COMMUNICATION: Jeremy Russell shared his concerns about a lack of advanced notice being provided to Council members and Board Commissioners regarding changes to upcoming Village events or activities. He gave examples that have raised his concerns and indicated that the elected and appointed officials should receive prior notice of upcoming electronic postings so they can be prepared to address community inquiries that come in after the electronic postings. He also expressed concern over decisions being made by the Mayor and staff without prior Council or Commission approval. The Mayor addressed specific examples that were raised, the Council discussed the concerns raised and the Council provided input regarding internal communications moving forward. Jeremy Russell made a motion to go into Closed Session to discuss a personnel issue pursuant to North Carolina General Statutes. Mayor David Cleveland called for a second to the motion three times and none was made. The motion did not carry and no closed session was conducted.

COMMUNICATION INFORMATION: Pam Jack shared items to be included in the August newsletter: Next month's virtual meeting, Yard Waste and HOA Contacts.

COUNCIL COMMENTS: Bruce Barton shared that he hoped everyone continued to stay safe.

Jeremy Russell apologized to Council and Staff if he offended anyone and thanked everyone.

Joe Scaldara shared that the meeting was the smoothest so far and very well run.

James Record shared that if there is a need for a Closed Session, he would prefer that Council meet in person not virtually. James Record also stated that if he offended anyone to please accept his apology. The meeting was very well run this evening.

Mayor David Cleveland thanked everyone for sharing their comments and stated that he preferred telephone calls rather than emails if Council had concerns about any issues.

ADJOURN: Bruce Barton made the motion to adjourn. Pam Jack seconded the motion. Roll Call: Pam Jack, James Record, Joe Scaldara, Jeremy Russell and Bruce Barton voted yes. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

